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Planning

Letting, Management, Maintenance & Factoring for properties within Edinburgh

The City of Edinburgh Council

F01: Prior information notice

Prior information only

Notice identifier: 2022/S 000-015517

Procurement identifier (OCID): ocds-h6vhtk-034343

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Section I: Contracting authority

I.1) Name and addresses

The City of Edinburgh Council

Waverley Court, 4 East Market Street

Edinburgh

EH8 8BG

Email

kelly.faulds@edinburgh.gov.uk

Telephone

+44 1315293415

Country

United Kingdom

NUTS code

UKM75 - Edinburgh, City of

Internet address(es)

Main address

<http://www.edinburgh.gov.uk>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00290

I.2) Information about joint procurement

The contract is awarded by a central purchasing body

I.3) Communication

Additional information can be obtained from the above-mentioned address

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Letting, Management, Maintenance & Factoring for properties within Edinburgh

Reference number

CT1093

II.1.2) Main CPV code

- 70330000 - Property management services of real estate on a fee or contract basis

II.1.3) Type of contract

Services

II.1.4) Short description

The City of Edinburgh Council is responsible for one of Scotland's largest housebuilding programmes, with a current target of directly delivering 10,000 homes. Social rented homes are owned and managed by the Council as the landlord. Mid-market rent homes are also being delivered through the programme with 370 currently under management and an expected pipeline of over 100 new homes to add to the portfolio each year. These homes are owned by the Council's subsidiary Edinburgh Living.

During this period of growth, the Council is reviewing the letting, management and maintenance requirements for Edinburgh Living's mid-market rent homes as well as the factoring services that may be required across the mixed tenure estates being delivered through the programme. Factoring services are currently delivered to around 1,500 homes, a mix of social rent, mid-market rent and privately owned. The Council is therefore publishing this Prior Information Notice to notify the market of our upcoming opportunity and to give the market an opportunity to participate in finalising the Council's procurement strategy and help shape the procurement process.

Potential bidders are invited to download the market research questionnaire and complete no later than Monday 27th June 2022. Those who submit a questionnaire may be invited to a dialogue session with the Project team to expand on their responses.

II.1.6) Information about lots

This contract is divided into lots: Yes

II.2) Description

II.2.1) Title

Letting, Management & Maintenance Services

Lot No

1

II.2.2) Additional CPV code(s)

- 70210000 - Residential property renting or leasing services
- 70331000 - Residential property services

II.2.3) Place of performance

NUTS codes

- UKM75 - Edinburgh, City of

Main site or place of performance

Edinburgh

II.2.4) Description of the procurement

This Prior Information Notice provides an opportunity to engage with the Council on ideas, solutions, and proposals by completing the attached questionnaire.

A full scope of services will be published as part of the procurement process.

However, to assist with feedback a summary of the requirement is set out below.

It is the Council's expectation at the time of publishing this PIN, that the procurement will comprise of two lots:

Lot 1 - Edinburgh Living Services – Lettings, Management and Maintenance

The management services will cover all letting services including marketing and allocating homes to tenants, arranging tenancy agreements, rent collection and arrears management, dealing with deposits, and managing the day-to-day running including the handling of complaints or queries for Edinburgh Living Services property portfolio.

The maintenance services are required to ensure that the homes are in a suitable

condition prior to letting, during vacant management and during occupation by a tenant. The services include emergency, urgent, routine repairs, and any planned maintenance, such as annual gas safety checks and any other checks required by legislation. In addition, the planned maintenance will cover servicing of appliances as required.

Lot 2 - Council and Edinburgh Living Services – Factoring

Many of the Council's existing and future developments are mixed tenure. This tenure mix could consist of social rent, mid-market rent and also homes for private sale. In order to ensure that developments are maintained from the outset and the tenure blind approach which has been taken at design and development stage is sustained, the Council has appointed Factors across a number of new-build sites.

Factoring services will be required by both the Council, Edinburgh Living and any private owners ("user groups") on these and future mixed-tenure sites. Factors will be expected to provide a menu of services which can be accessed as relevant to each site, user group and any Deed of Conditions in place. These will include, but not be limited to landscape maintenance, bike and bin store cleaning and maintenance, plant room cleaning, gutter cleaning and other block management services as usually provided by a Factor.

It is the Council's intention to procure a framework of Factors to service these sites.

II.2.14) Additional information

If you would like any further information, please contact Kelly Faulds, Category Delivery Lead by email on kelly.faulds@edinburgh.gov.uk

II.2) Description

II.2.1) Title

Factoring Services

Lot No

2

II.2.2) Additional CPV code(s)

- 45112712 - Landscaping work for gardens
- 70331000 - Residential property services
- 70330000 - Property management services of real estate on a fee or contract basis

- 71421000 - Landscape gardening services

II.2.3) Place of performance

NUTS codes

- UKM75 - Edinburgh, City of

Main site or place of performance

Edinburgh

II.2.4) Description of the procurement

Please see description above.

II.3) Estimated date of publication of contract notice

1 September 2022

Section IV. Procedure

IV.1) Description

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: Yes

Section VI. Complementary information

VI.3) Additional information

NOTE: To register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland Web Site at

https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=695874.

(SC Ref:695874)